

HRMS Payroll Calendar - January through June, 2011

January 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				December 30 DAY 1 Off-Cycle Workbench Cutoff	December 31 State Holiday	Federal Holiday
	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	
	Payday				ACH Reversal Cutoff	DAY 1 Off-Cycle Workbench Cutoff
	State Holiday	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed
		Payday				
	ACH Reversal Cutoff					

February 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	
		Warrants Mailed ACH File to Bank		Payday		
		DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff ACH Reversal Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	
	State Holiday		Warrants Mailed ACH File to Bank		Payday	

March 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff ACH Reversal Cutoff	DAY 4 System Locked for Payroll Processing	
		Warrants Mailed ACH File to Bank		Payday		
			DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	System Locked for Payroll Processing
	DAY 4 System Locked for Payroll Processing		Warrants Mailed ACH File to Bank		Payday	

April 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					DAY 1 Off-Cycle Workbench Cutoff	
	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	
	Payday				DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	
	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	
	Payday				ACH Reversal Cutoff	

May 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed
		Payday				
	DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency	
	Warrants Mailed ACH File to Bank		Payday			
	State Holiday					

June 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	System Locked for Payroll Processing
	DAY 4 System Locked for Payroll Processing		Warrants Mailed ACH File to Bank		Payday Temp Layoff	
				DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	
	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency Warrants Mailed ACH File to Bank		Payday	
				DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff		